

Cur
EXAM. INST.
No. 7
1917

Instructions No. 7
1,000—April, 1917

04402
373.1262
059DE/DD-2



ONTARIO
DEPARTMENT OF EDUCATION

Duties of the Registrar with respect to Examinations.

1. (1) The Registrar of the Department of Education is also the Secretary of the University Matriculation Board and shall preside, as Chairman, at all meetings of the Boards of Examiners, or of any committee thereof, and shall furnish all necessary information.

(2) All cases of dispute at meetings of the Boards or Committees shall be settled by a majority of the members. In case of a tie the Chairman shall have the casting vote.

2. (1) During the reading of the answer papers he shall see that the instructions to Associate Examiners hereinafter set forth are observed.

(2) The Associate Examiners shall be classified into sections according to the subjects of examination, and a chairman shall be appointed in each section by him.

(3) He shall assign a pseudonym to each Associate Examiner and shall have power, in case of necessity, to transfer Associate Examiners from one section to another.

(4) As far as practicable he shall disclose to no one the name of any candidate or of his examination centre.

(5) He shall exercise a general supervision over the printing and distribution of the question papers, and over the sorting, numbering, and other preparation of the envelopes containing the answers, so that the answers may be conveniently read by the Examiners-in-chief and the Associate Examiners.

(6) He shall have charge of the reading of the answer papers, and, after the reading, he shall superintend the entering of the marks in the official records by the clerks of the Department and the preparation of the results so that they may clearly indicate the subjects in which candidates have passed or failed.

(7) He shall take the necessary steps in order that appeals may be read as speedily as possible.

Duties of Examiners-in-Chief

3. Each Examiner-in-chief shall be required to discharge all the duties pertaining to his office, and no duty which an Examiner-in-chief is appointed to perform shall be delegated to anyone else without the approval of the Minister or of the University Matriculation Board, as the case may be.

4. (1) The Examiners-in-chief shall be present at the beginning of the reading of the answer papers. Subject to instructions from the

Registrar, each Examiner-in-chief shall discuss with the Associate Examiners in his section, or with a committee of such examiners, the character of the answers required by the questions, and especially the value of incomplete or imperfect answers. The results of such discussions each Examiner-in-chief shall communicate to the other Associate Examiners.

(2) When, during the examination of the answer papers, the question arises as to the value of an imperfect answer not provided for, the Associate Examiner shall report to the Chairman, who shall refer it to the Registrar for instructions.

(3) In cases of differences of opinion on any point with the Associate Examiners the decision of the Examiner-in-chief shall be final; and *without the consent of the Examiner-in-chief concerned, no Associate Examiner shall set aside any of the instructions given by the Examiner-in-chief.*

(4) Any additional necessary allowance may be considered by the Revising Committee on the report of the chairman of the section through the Registrar, but no such allowance shall be made without the consent of the Minister or of the University Matriculation Board, as the case may be.

5. (1) Such of the Examiners-in-chief as may be appointed a Revising Committee shall duly consider and report upon all doubtful and special cases. They shall also decide the cases, if any, in which the answer papers shall be re-read by the Examiners-in-chief.

(2) The results of the examination as reported by the Revising Committee shall be subject to the approval of the Minister or of the University Matriculation Board, as the case may be.

6. (1) With such assistants as may be appointed for that purpose, the Examiners-in-chief shall re-read at the Department the papers of all candidates at the Lower, Middle, and Upper School Departmental examinations, who, on the first reading, have failed by not more than a reasonable margin.

(2) They shall also read the appeals and make, through the Revising Committee, such reports as are provided for in 5 above.

7. The Examiners-in-chief shall report, through the Registrar, to the Minister and to the University Matriculation Board respectively, the pseudonyms of all Associate Examiners whose work has been performed with carelessness or incapacity, or who have shown any substantial disregard of their instructions.

Duties of Associate Examiners.

8. (1) The chairman of each section of the Associate Examiners shall have the general oversight of the work done in his section, and shall see that the regulations and instructions are carried out *and that the marking is uniform.*

(2) He shall report, through the Registrar, to the Minister and to the University Matriculation Board respectively, the pseudonyms of all Associate Examiners in his section, whose work has been performed with

carelessness or incapacity, or who have shown any substantial disregard of their instructions. See section 7 above.

(3) He shall also report to the Revising Committee through the Registrar any matters that require its attention, but such report shall also be submitted by him to the Examiner-in-chief.

9. (1) An Associate Examiner shall not have in hand more than ten envelopes at one time, nor shall he have more than one envelope open upon his table at one time, and he shall return each examination book to its proper envelope. As soon as an examination book is removed from its envelope the candidate's number shall be placed on the front page of the book. *The envelopes, with their enclosures, must be returned to the clerk in charge in the numerical order in which they are received.*

(2) In cases of suspected copying, the Associate Examiner shall note on the face of the envelope, "Copying, see No....., question.....," and through the chairman of the section report the case at once to the Registrar. In such cases the Associate Examiner and the chairman of the section shall make a detailed report of the grounds of suspicion.

10. (1) In the case of the papers in *English Grammar, Literature, and Composition*, one mark shall be deducted for each mis-spelt word and one mark for each instance of incorrect English.

(2) At all the examinations in Arithmetic, either arithmetical or algebraical solutions shall be accepted.

11. (1) In reading the answer papers each Associate Examiner shall mark distinctly in the left-hand margin the value assigned by him to each answer or partial answer, and shall place the total on each page at the foot of the margin and carry forward this total to the top of the next page.

(2) He shall place the sum of the totals on the face of the envelope, indicating in the case of the papers in *English Grammar, Literature, and Composition*, the deduction for mis-spelt words and incorrect English thereon, thus—Grammar, 80—2 sp.—4 f. s. = 74.

(3) He shall also sign his pseudonym on the envelope of each examination book examined.

12. (1) Associate Examiners shall be in their respective places so that the reading may commence promptly at the time specified, viz., 9 a.m. and 2 p.m., and no Associate Examiner shall stop work before the hours of closing, viz., 12 noon and 5 p.m., without reporting to the chairman of the section and obtaining his consent.

(2) Any irregularity of attendance on the part of an Associate Examiner shall be at once reported by the Chairman to the Registrar.

13. (1) Associate Examiners shall refrain from all unnecessary conversation or other causes of disturbance and shall devote themselves strictly to the work of the examination.

(2) They shall keep a record of the number of papers read each day and shall make daily report thereof to the chairman of their respective sections.

(3) In no case may any record of the candidates' numbers or of the marks assigned be taken outside the examination room.

14. *Associate Examiners shall not at any time enter the rooms of other sections unless when it is necessary to do so in entering or leaving their own rooms, or when the sanction of the Registrar has been obtained.*

15. (1) *The work is confidential throughout.* Should the identity of an examination centre or of any particular candidate be discovered by an Associate Examiner, he shall ask the Chairman of his section to report the fact without delay to the Registrar, who shall change the Associate Examiner, or make such other arrangements as he may deem expedient.

(2) No information as to the work of the section or as to a candidate's answers or the valuations assigned thereto shall be given to anyone.

16. The hours for work shall be adhered to. On Saturday the afternoon session will be cancelled, provided the progress of the work so permits, but any section may be required to work full time at the discretion of the Registrar.

In either case every Examiner who works the full time required of his section for Saturday will be credited with the full day's time.

17. For the convenience of Examiners telephone and personal calls will be duly reported to them. Examiners are forbidden to use the telephone or to allow interruptions from visitors while the work is in progress.

18. (1) The scheme of valuations determined under section 4 above shall be adhered to.

(2) The valuation assigned to a candidate's answer or partial answer shall be placed in the margin. If an answer is considered as of no value this shall be indicated by a cipher in the margin.

(3) No fractional marks are to be assigned. If, in reducing the total valuation to the basis of 100 (or other maximum for the paper), there should be a fraction, the fraction shall be counted as a whole number.

19. In the interests of candidates the following precautions are taken:—

(1) All additions are checked by clerks.

(2) The Chief Clerk has been instructed to return to a section for correction all answer papers on which the entries made by the Examiners are incomplete, incorrect, or not sufficiently clear.

(3) Every answer paper which is valued near the pass mark by an Associate Examiner is re-read by the Chairman. After the results are made up from the marks assigned, the papers of candidates for the Teacher's examinations who have then failed by not more than a slight margin will be re-read by the Examiner-in-chief.

20. For all additions and entries on the papers examined by him, the Examiner is wholly responsible. The importance of correctness in these matters cannot be too strongly impressed upon him.

21. The instructions herein contained, so far as they relate to the examinations of the Department of Education and to matriculation into the University, shall be subject to amendment from time to time during the reading of the answer papers and the settlement of the results, with the approval of the Minister and of the University Matriculation Board respectively.